

Attached is the RFP 18-04 Insurance Broker of Record (Property and Casualty Insurance). Please be reminded of the following information as you complete the proposal process:

1. **Confirm receipt of proposal.**
2. Read entire proposal carefully.
3. Supply information as requested.
4. Submit one original and two complete copies of your proposal.
5. Do **NOT** alter documents. All documents must be filled out in their entirety. Failure to do so may result in rejection of proposal.
6. Any questions pertaining to this RFP must be done in writing to David Pawlowski by noon on Thursday, April 5 2018 either via email, David.Pawlowski@sbschools.org or via fax 732-422-8054. If submitting questions via fax, please call 732-297-7800 x3149 to confirm receipt.
7. All RFP submissions must be done in a sealed envelope clearly labeled "RFP 18-04 Insurance Broker of Record" and either hand delivered or sent via UPS, FedEx, etc. to South Brunswick Board of Education, Attn: David Pawlowski, 231 Blackhorse Lane, North Brunswick, NJ 08902 by Tuesday, April 17, 2018 at 11:00 am. Proposals **CANNOT** be submitted through the US Postal Service nor through email.

Thank you!